

U.S. Embassy Rangoon: Benefits & Allowances for Locally Employed Staff

Leave Benefits per Year:			
Work Schedule Leave Type	40 hours per week	42 hours per week	48 hours per week
Annual Leave	168 hours	176 hour	201 hours
Sick Leave	104 hours	109 hours	124 hours
Long Term Sick Leave	280 hours	294 hours	336 hours
Maternity Leave	14 work weeks	14 work weeks	14 work weeks
Family Leave	5 work days	Expend appropriately prorated amounts of 5 work days	Expend appropriately prorated amounts of 5 work days
Special Leave	6 days	6 days	6 days

Holidays: 11 American holidays and 10 Burmese holidays per calendar year

Yearly Financial Incentive: Employees are eligible for a yearly financial incentive based on their actual performance

Year End Bonus: 8.33% of annual basic salary provided

Medical Benefits: Standard Medical Plan (Reimbursement for employee and eligible dependents)

The maximum annual coverage per covered individual (employee and each eligible family member) is USD 5,000.

Separation Benefit: Additional 12% of basic salary contributed by U.S. Embassy to a savings account. Paid out at time of separation.

Severance Pay: At the time of mandatory retirement age 65

Completed Years of Creditable Service Amount of Payment Service

6 months to less than 1 year	½ month's pay
1 year to less than 2 years	1 month's pay
2 years to less than 3 years	1 and ½ months' pay
3 years to less than 4 years	3 months' pay
4 years to less than 6 years	4 months' pay
6 years to less than 8 years	5 months' pay
8 years to less than 10 years	6 months' pay
10 years to less than 20 years	8 months' pay
20 years to less than 25 years	10 months' pay
25 years and above	13 months' pay

Miscellaneous Benefit Allowance: \$414 per year per employee

Overtime: Employees work a standard work week of 40, 42, or 48 hours per week. If overtime is required and approved, employees are paid a premium rate for all hours worked in excess of regular duty.

100% of hourly salary plus 100% of hourly salary for each hour of overtime worked on a workweek day, Saturday/Rest day A and Sunday/Rest day B.

Local Holiday: 100% of hourly salary for each hour worked (in addition to regular pay).

American Holiday: 100% of hourly salary for each hour worked (in addition to regular pay).

Special Immigrant Visa (SIV): Permits eligible employees, their spouse, and their unmarried immediate family members under the age of 21 to apply to become permanent residents of the United States after 20 years of employment (or 15 years under special circumstances) with the United States Government.

Training: On-line, local, regional, and U.S.-based trainings, orientations, workshops, and conferences

Awards Program: Monthly and Semi-annual awards program recognizes employees for outstanding performances and accomplishments. Cash awards can range from \$25 to \$1500 USD.

*A complete listing of each benefit and allowance is found in the Locally Employed Staff Handbook.
Please direct any questions about these benefits to Embassy Rangoon HR Staff.*